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11 Ways to Make Yourself All But Indispensable

By Ruth Pittman, March/April 1994

The Buddy System

When veteran paralegals team up with newcomers, the results are an asset to both paralegals and the profession.
By Hope Viner Samborn, September/October 1994

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By Carol Steinberg, September/October 1994

Take Charge of Your Career *

Managing your supervisor, creating good relationships... let our career expert show you how these and other techniques can give you the upper hand and make your job work for you.
By C.B. Estrin, July/August 1994

Career — Job Hunting

Interviewing '90s Style

Answers to eight stupid interview questions.
By A.L. Dewitt, September/October 1994

Interviewing to Rave Reviews in the '90s *

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The Legal Technology Assistant

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Fictional paralegal Taylor Ramsey, a top litigation paralegal, is challenged by a very real career decision.
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War Stories From the Job-Hunt Front

True tales of survival on the quest for a first paralegal job.
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Our annual survey of headhunters and placement specialists finds growth in an unexpected sector.
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Writing an Effective Resume

Tips for writing a resume that gets results!
By A.L. Dewitt, July/August 1994

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Difference of Opinion: Yes — By Michele Boeder, No — By Paul O'Brien, March/April 1994

Hours on the Rise

Will increasing billable hour requirements bring increased salaries to paralegals? Not likely!
By Rebecca Morrow, November/December 1994

Leaving the Typewriter Behind

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By Deborah I. Belb, September/October 1994

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Power to the Paralegal

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The 10 Best Features in WordPerfect 6.0

The new version of this dominant word-processing program is rich with new features. And a few new bugs. Here are hints, tips, secrets, some general advice and a few warnings.
By Brent D. Roper, May/June 1994

Automate Demand Letters With Q&A and WordPerfect

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Secrets from the experts on saving time and money while maintaining quality.
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Cite Checking Made Painless

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By Cary Griffith, May/June 1994

The Legal Technology Assistant

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By Carolyn McKown, November/December 1994

The Paralegal's Role in Mergers and Acquisitions

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By Angela Schneeman, November/December 1994

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By Diane M. Baldwin and Frances B. Whiteside, November/December 1994

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Three paralegals fight to save inmates on Georgia's death row.
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Storefront Paralegals and UPL

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Whether it's the initial interview or a follow-up phone call, here are proven techniques to extract the most information and do the most good.
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How to Serve a Civil Summons

You can memorize the Federal Rules of Civil Procedure — or you can use our shortcuts.
By Liana J. Clark, September/October 1994

Short Course in Evidence

Can you name the four types of evidence, define each and list all possible objections? If not, get back to the basics with this guide to understanding evidence.
By Ashley Lipson, September/October 1994

Writing Witness Statements that Win Cases

Drafting a witness statement is an art. Brush up on your skills now — before you cost your client the case.
By Katherine Hennessey Wikoff, September/October 1994

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A Roundtable Discussion With Legal Assistant Managers
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By Mark Curriden, March/April 1994

Paralegals and News Events

When Time Ran Out for the California Alliance
As issues turn emotional, 800 paralegals in San Francisco say they aren't going to pretend it's "business as usual" anymore, and leave the state-wide alliance they helped to found almost 20 years ago.
By William Vogler, November/December 1994

Tenmanen Square Five Years Later

Five years ago, a baker's dozen legal assistants plus one paralegal educator toured China. They were in Beijing as students took to the streets to demand freedom; they were still in the country when the army took the streets back.
By Frances Whiteside, May/June 1994

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Richard H. Bell uses his tailor-made software to do corporate filings for businesses around the world.
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For this paralegal, nothing blows away the blues like stock car racing.
By Martha Thomas, September/October 1994

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Stint at Law Firm Proved Launch Pad for Co-Star of TV's *Frasier*.
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Signing the Law: Jerriann Skinner

Interpreting for deaf attorney is only part of the job.
By Janice Arenofsky, May/June 1994

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The Spirit of Giving
In a recent survey, we asked if you participated in pro bono work. Over 70 percent said Yes!
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Research

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Checking citations to cases is dull, demanding and absolutely essential. Two free computer programs can automate the entire process using a raft of tools already available on Lexis and Westlaw.
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Counteranalysis: Researching Your Opponent's Case

Challenging legal arguments is an integral part of thorough legal research. Here are tips on what to look for and how to present your findings effectively.
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Cutting a Path to EPA Information

The guidebook and pathfinder you need to pluck useful fruit from the tangled underbrush of environmental regulation.
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Getting a Handle on Legislative Research

Monitoring the status of a bill or reviewing the public policy that led to the bill's creation can provide valuable information for client cases. Today, on-line services put this information at your fingertips.
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WordPerfect for the Law Office is published bi-monthly and has a paid circulation.